



Colleges Against
Cancer®

This letter is intended for CAC Presidents and RFL Event Leads to use to find an Advocacy Chair. It can be modified and sent to different groups on campus, such as political science majors, campus democrats, campus republicans, public health organizations, etc. Make sure to fill in the red areas with the relevant information, and to delete this paragraph before sending.

Date

Dear XXX,

The Colleges Against Cancer (CAC) club is looking to fill its Advocacy Chair position for the 2015-2016 school year. This one-year leadership position will be part of the CAC Executive Board. We are reaching out to your organization/department because we believe one of your members may be a great fit for this role.

An Advocacy Chair should have the following skills: an interest in cancer related policy issues, outgoing, comfortable with public speaking, responsible, reliable, energetic, engaging, creative, a quick learner, and passionate for or willing to understand advocacy. As part of the CAC team, the Advocacy Chair will be responsible for attending **weekly meetings every Monday at 4pm**, as well as additional events, including Relay For Life.

The Advocacy Chair is responsible for integrating the mission of the American Cancer Society Cancer Action Network (ACS CAN) into our events, working towards recruiting 40 ACS CAN members, and engaging the campus in advocacy activities. ACS CAN is the non-partisan, non-profit advocacy affiliate of the American Cancer Society, and the nation's leading cancer advocacy organization that works every day to make cancer issues a national priority in our state legislatures, Congress and the White House. You can learn more about ACS CAN here: www.acscan.org.

Applications for this position can be found **HERE**, are due to **Name** and can be emailed to **email address** by **due date**. You will receive an email confirmation that we received your application and follow-up with a time for an interview. Thank you for your interest and please don't hesitate to contact us if you have any questions.

Sincerely,

Your Name

Colleges Against Cancer President